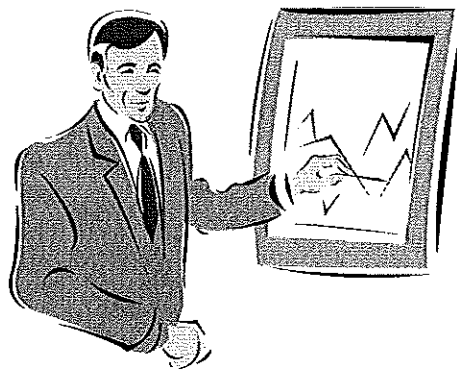


Kentucky Education and Workforce Development Cabinet Safety Training Program



Original 2007
Revised 2009
Revised 2010

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Course Descriptions

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Training Class Roster for Documentation

Training Program-Office Personnel and Area Technology Center Staff

Topic	Initial Job Assignment	Annual	Position Changes	New Process	As Needed
Accident Reporting - Outlines the reporting procedures to be followed by employees and supervisors in the event of a workplace accident. Companion course to Safety Responsibility of Supervisors.	x				x
Aerial Lifts and Scaffolds -This course provides employees with the knowledge required to safely operate aerial lifts and to utilize scaffolds.	x		x	x	x
Asbestos Awareness - The purpose of the awareness course is to provide a basic overview of asbestos and its associated hazards in addition to satisfying OSHA's employee training standards. The scope and content of the Asbestos Awareness Course is limited to the information essential to this federal and Commonwealth requirements.	x	x	x	x	x
Back Safety - This course reviews the basics of back anatomy, possible types of back injuries, and proper lifting and bending procedures. This is a companion course to Ergonomics.	x		x	x	x
Bloodborne Pathogens: Hazards - The course outlines the possibilities of occupational and emergency first aid exposure to bloodborne pathogens and ensures employees know how to implement appropriate control measures upon exposure. Instruction also includes procedures on cleaning biohazard sites.	x	x	x	x	x
Compressed Gas Cylinders - This course outlines the hazards of compressed gas cylinders and how to properly handle such containers.	x		x	x	x
Electrical Hazards - This course outlines how employees are to work safely around electricity or electrically charged equipment and system components. This is a companion course to Lockout/Tagout.	x		x	x	x

Emergency Preparedness - This course instructs employees in the basic concepts of emergency action planning and operations. Situations covered include those that require evacuation of the building or in-place sheltering. This is a companion course to Fire Protection and Fire Extinguishers.		X			X
Ergonomics - This course helps minimize problems caused by stress, lifting, repetition, and force. It introduces musculoskeletal disorders (MSDs) and what can be done to prevent them by explaining the signs, symptoms, and causes. This is a companion course to Back Safety.	X		X	X	X
Fire Extinguishers - Review of fire chemistry and how to extinguish a small fire by discharging fire extinguishers. This course is a companion course to Fire Protection which should be taken first.	X	X		X	X
Fire Protection - This course outlines potential fire hazards and how to control those hazards. Topics include introduction to fire chemistry, evacuation, alarms, and the management of flammable and materials in the work place. This is a companion course to Fire Extinguishers and should be taken before that course.	X			X	X
First Aid - Based on the standards of the nationally recognized organization sponsoring the training.					
First Responders Awareness Level - Employees who are likely to witness or discover a hazardous substance release, must be trained to initiate an emergency response sequence.	X	X			X
Fork Lifts - This course includes the ability to successfully complete classroom and practical training in the proper vehicle operation, the hazards of operating the vehicle in the workplace, and the requirements of the OSHA Standards for fork lifts and other powered industrial trucks.	X	Every Three Years		X	X
Hand Tool Safety - This course provides employees and supervisors with information on the hazards and accident prevention associated with hand and portable power tools. Appropriate OSHA Standards will be discussed.	X		X	X	X

Hazard Communication - This course provides employees and supervisors information about chemical hazards in the workplace and appropriate methods to minimize exposure. The course is part of OSHA's required Hazard Communication Program.	x	x	x	x	x
Ladder Safety - This course outlines the hazards of ladders and proper safety techniques.	x		x	x	x
Lockout/Tagout - This course outlines the proper procedures for minimizing the hazards of uncontrolled energy when conducting maintenance on machinery and electrical systems. This is a companion course to Machine Guarding and Electrical Hazards.	x		x	x	x
Machine Guarding - This course outlines the knowledge and skills required to safely operate machines with safeguards. This is a companion course to Machine Guarding.	x	x	x	x	x
Mosquito, Tick, and Spider Borne Diseases - This course lines how mosquitoes, ticks, and spiders can spread diseases and the types of diseases they spread. Course will include protection techniques to be utilized by employees.	x	x	x	x	x
Outdoor Equipment - This course outlines the knowledge and skills required to safely operate outdoor power equipment.	x	x	x	x	x
Personal Protective Equipment - This course outlines the aspects of personal protective equipment (PPE) including hazards requiring PPE, selection of PPE, use of PPE, and PPE maintenance.	x	x	x	x	x
Safety Responsibility of Supervisors - This course outlines Supervisors' responsibilities: 1) to provide safe and healthful working conditions; 2) to reduce preventable injuries and accidents; and 3) to maintain compliance with all appropriate safety standards and requirements. This is a companion course to Accident Reporting.	x	x			x
Working Surfaces - This course consists of descriptions of fall hazards in general industry, maintenance, and construction and the OSHA Standards to mitigate the hazards.	x		x	x	x

Workplace/School Violence - This course covers the basic recommendations for annual workplace violence prevention training as recommended by the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor.		x			
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Training Program-Maintenance Personnel

Topic	Length of Class	Initial Job Assignment	Annual	Position Changes	New Process	As Needed
Accident Reporting - Outlines the reporting procedures to be followed by employees and supervisors in the event of a workplace accident. Companion course to Safety Responsibility of Supervisors.	1/2 Hour	x				x
Aerial Lifts and Scaffolds -This course provides employees with the knowledge required to safely operate aerial lifts and to utilize scaffolds.	1/2/ Hour	x		x	x	x
Asbestos Awareness - The purpose of the awareness course is to provide a basic overview of asbestos and it associated hazards in addition to satisfying OSHA's employee training standards. The scope and content of the Asbestos Awareness Course is limited to the information essential to federal and Commonwealth requirements.	2 Hours	x	x	x	x	x
Back Safety - This course reviews the basics of back anatomy, possible types of back injuries, and proper lifting and bending procedures. This is a companion course to Ergonomics.	1/2 Hour	x		x	x	x
Bloodborne Pathogens: Clean-up Procedures - The course provides instruction on how to clean-up biohazard sites. This is a companion course to Bloodborne Pathogens: Hazards.	1/2 Hour	x	x	x	x	x
Bloodborne Pathogens: Hazards - The course outlines the possibilities of occupational and emergency first aid exposure to bloodborne pathogens and ensures employees know how to implement appropriate control measures upon exposure. This course is a companion course to Bloodborne Pathogens: Clean-up Procedures.	1/2 Hour	x	x	x	x	x

Compressed Gas Cylinders - This course outlines the hazards of compressed gas cylinders and how to properly handle such containers.	40 Minutes	x		x	x	x
Electrical Hazards - This course outlines how employees are to work safely around electricity or electrically charged equipment and system components. This is a companion course to Lockout/Tagout.	1/2 Hour	x		x	x	x
Ergonomics - This course helps minimize problems caused by stress, lifting, repetition, and force. It introduces musculoskeletal disorders (MSDs) and what can be done to prevent them by explaining the signs, symptoms, and causes. This is a companion course to Back Safety.	1/2 Hour	x		x	x	x
Fire Extinguishers - Review of fire chemistry and how to extinguish a small fire by discharging fire extinguishers. This course is a companion course to Fire Protection which should be taken first.	1 1/2 Hours	x	x		x	x
Fire Protection - This course outlines potential fire hazards and how to control those hazards. Topics include introduction to fire chemistry, evacuation, alarms, and the management of flammable and materials in the work place. This is a companion course to Fire Extinguishers.	1/2 Hour	x			x	x
First Aid - Based on the standards of the nationally recognized organization sponsoring the training.						
First Responders Awareness Level - Employees who are likely to witness or discover a hazardous substance release, must be trained to initiate an emergency response sequence.	1 1/2 Hours	x	x			x
Fork Lifts - This course includes the ability to successfully complete classroom and practical training in the proper vehicle operation, the hazards of operating the vehicle in the workplace, and the requirements of the OSHA Standards for fork lifts and other powered industrial trucks.	2 to 4 Hours	x	Every Three Years		x	x

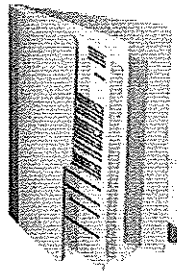
Hand and Portable Power Tool Safety - This course provides employees and supervisors with information on the hazards and accident prevention associated with hand and portable power tools. Appropriate OSHA Standards will be discussed.	1/2 Hour	x		x	x	x
Hazard Communication - This course provides employees and supervisors information about chemical hazards in the workplace and appropriate methods to minimize exposure. The course is part of OSHA's required Hazard Communication Program.	1 Hour	x	x	x	x	x
Ladder Safety - This course outlines the hazards of ladders and proper safety techniques.	1/2 Hour	x		x	x	x
Lockout/Tagout - This course outlines the proper procedures for minimizing the hazards of uncontrolled energy when conducting maintenance on machinery and electrical systems. This is a companion course to Machine Guarding and Electrical Hazards.	1 Hour	x		x	x	x
Machine Guarding - This course outlines the knowledge and skills required to safely operate machines with safeguards. This is a companion course to Lockout/Tagout and Electrical Hazards.	1 Hour	x	x	x	x	x
Mosquito, Tick, and Spider Borne Diseases - This course lines how mosquitoes, ticks, and spiders can spread diseases and the types of diseases they spread. Course will include protection techniques to be utilized by employees.	1/2 Hour	x	x	x	x	x
Outdoor Equipment - This course outlines the knowledge and skills required to safely operate outdoor power equipment.	1/2 Hour	x	x	x	x	x
Personal Protective Equipment - This course outlines the aspects of personal protective equipment (PPE) including hazards requiring PPE, selection of PPE, use of PPE, and PPE maintenance.	1/ 2 Hour	x	x	x	x	x

Safety Responsibility of Supervisors - This course outlines Supervisors' responsibilities: 1) to provide safe and healthful working conditions; 2) to reduce preventable injuries and accidents; and 3) to maintain compliance with all appropriate safety standards and requirements. This is a companion course to Accident Reporting.	1/2 Hour	x	x			x
Working Surfaces - This course consists of descriptions of fall hazards in general industry, maintenance, and construction and the OSHA Standards to mitigate the hazards.	1/2 Hour	x		x	x	x

Training Program-Emergency Drills

Emergency Drills	Fire	Tornado	Earthquake	Lockdown
	ATCs - Monthly	ATCs - Same month as local district.	ATCs - Same month as local district.	ATCs - Same month as local district within the first month of school.
	Offices and Other Facilities-Annual or with additional frequency to familiarize occupants with procedures.	Offices and Other Facilities-Annual or with additional frequency to familiarize occupants with procedures.	Offices and Other Facilities-Annual or with additional frequency to familiarize occupants with procedures.	Offices and Other Facilities-Annual or with additional frequency to familiarize occupants with procedures.

Accident Reporting



This course provides the state and federal reporting and record keeping procedures to be followed by employees and supervisors in the event of a workplace accident. It is the companion course to Safety Responsibility of Supervisors.

Learning Objectives:

- ❖ When and how an Education Cabinet Accident Report is completed and submitted.
- ❖ When and how a First Report of Injury Report is completed and submitted to the Workers Compensation Branch in the Personnel Cabinet.
- ❖ How and when to complete the OSHA 300 Log to include-
 - Work relatedness,
 - Recording criteria,
 - Lost workdays,
 - Medical treatment.
- ❖ How and when to complete and post the OSHA 300A Summary.

Course Length: 2-3 hours.

Target Audience: Supervisors of all levels.

Recommended Attendance: Initial assignment to prepare the documents, and
As needed.

Aerial Lift and Scaffold Safety



This course provides employees with the knowledge required to safely operate aerial lifts and utilize scaffolds.

Learning Objectives:

- ❖ Recognize safety hazards of operating aerial lifts.
- ❖ Recognize safety hazards of utilizing scaffolds.
- ❖ Know the OSHA standards for aerial lifts and scaffolds.
- ❖ Know how to conduct both aerial lift and scaffold daily inspections to determine when maintenance or repair is required.
- ❖ Know appropriate safety procedures to prevent accidents and injuries.
- ❖ Know appropriate procedures for proper set-up and work area protection.
- ❖ Understand how to select and use required personal protective equipment.
- ❖ Understand how to properly operate an aerial lift from the lower pedestal and upper control panels.
- ❖ Understand the procedures for emergency operations.
- ❖ Become familiar with the manufacturer's operator manual(s) for lifts and scaffolds to be used..

Target Audience: All employees who work with and/or on scaffolds and aerial lifts, as well as, their supervisors.

Recommended Attendance: Initial job assignment,
Position changes,
New process is introduced, and
As needed.

Asbestos Awareness Course



This course instructs maintenance and custodial employees how to recognize and protect themselves from asbestos containing materials and provides information on appropriate actions when encountering asbestos on the work site. Information will be related specifically to the participants' type of employment responsibilities, work location, and location of the asbestos.

The purpose of the awareness course is to provide a basic overview of asbestos and its associated hazards in addition to satisfying OSHA's employee training standards. The scope and content of Asbestos Awareness Course and associated guidance document is limited to the information essential to this federal and Commonwealth requirement.

Learning Objectives:

- ❖ Understand potential adverse health effects of asbestos.
- ❖ Recognize building materials which contains or may contain asbestos and their location in the work place.
- ❖ Understand how to avoid disturbing asbestos found at work.
- ❖ Understand regulations, policies, and procedures when performing work in areas with asbestos containing materials.
- ❖ Understand regulations, policies, and procedures when discarding contaminated and other materials.

Examination

The course work includes an examination.

Course Length: 2 hours.

Target Audience: All employees who work in a building with identified or potential asbestos.

Required Attendance:

- Initial job assignment,
- Annually,
- Position changes,
- New process is introduced, and
- As needed.

Back Safety



This course reviews the basics of back anatomy, possible types of back injuries, and proper lifting and bending procedures. This is a companion course to Ergonomics.

Learning Objectives:

- ❖ Understand how the back works and how posture, physical fitness, and lifestyles impact the back.
- ❖ Understand the types of back injuries.
- ❖ Understand and demonstrate proper lifting procedures.
- ❖ Understand and demonstrate proper bending procedures.

Course Length: 1 hour.

Target Audience: All employees and supervisors.

Recommended Attendance: Initial job assignment,
Position changes,
New process in introduced, and
As needed.

Bloodborne Pathogens



This course informs employees of the hazards of occupational and emergency first aid exposure to bloodborne pathogens, ensures that employees know how to institute appropriate control measures upon exposure, provides information and training on bloodborne hazards, and provides instruction on how to clean-up biohazard sites.

Learning Objectives:

- ❖ Identify the types of diseases that can be transmitted through blood and other body fluids.
- ❖ Recognize the symptoms of blood and body fluid diseases.
- ❖ Understand how blood and body fluid pathogens may be transmitted in the workplace.
- ❖ Define and explain Universal Precautions.
- ❖ Identify the type of personal protective equipment used to clean-up biohazard sites.
- ❖ Understand how to clean-up biohazard sites and what equipment should be included in a biohazard kit.
- ❖ Understand workplace specific policies and procedures as described in the Exposure Control Plan.
- ❖ Understand how to minimize employees' potential exposure to blood and body fluid borne pathogens while performing first aid.

Course Length: 2 hours.

Target Audience: All employees and supervisors.

Recommended Attendance: Initial job assignment,
Annual,
Position changes,
New process introduced, and
As needed.

Bloodborne Pathogens: Hazards : Clean-up



These companion courses inform employees of the hazards of occupational and emergency first aid exposure to bloodborne pathogens, ensures that employees know how to institute appropriate control measures upon exposure, provides information and training on bloodborne hazards, and provides instruction on how to clean-up biohazard sites. **NOTE:** This is the same instruction as provided in the course: Bloodborne Pathogens.

Learning Objectives:

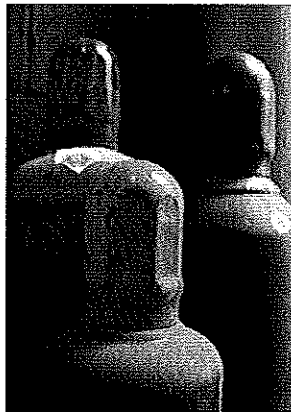
- ❖ Identify the types of diseases that can be transmitted through blood and other body fluids.
- ❖ Recognize the symptoms of blood and body fluid diseases.
- ❖ Understand how blood and body fluid pathogens may be transmitted in the workplace.
- ❖ Define and explain Universal Precautions.
- ❖ Identify the type of personal protective equipment used to clean-up biohazard sites.
- ❖ Understand how to clean-up biohazard sites and what equipment should be included in a biohazard kit.
- ❖ Understand workplace specific policies and procedures as described in the Exposure Control Plan.
- ❖ Understand how to minimize employees' potential exposure to blood and body fluid borne pathogens while performing first aid.

Course Length: 2 hours.

Target Audience: All employees and supervisors.

Recommended Attendance: Initial job assignment,
Annual,
Position changes,
New process introduced, and
As needed.

Compressed Gas Cylinders



This course reviews how to handle compressed gas cylinders properly and the potential dangers of handling them improperly.

Learning Objectives:

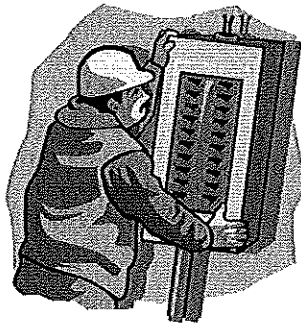
- ❖ Understand gas classifications and labeling.
- ❖ Understand different flammable, non-flammable, and toxic gases.
- ❖ Understand the handling of compressed gas cylinders.
- ❖ Understand compressed gas cylinder valves.
- ❖ Understand the proper storage of compressed gas cylinders.
- ❖ Understand regulations, policies, and procedures for dealing with leaking compressed gas cylinders.

Course Length: 2 hours.

Target Audience: All employees and supervisors who work with any type of compressed gas cylinder or system.

Recommended Attendance: Initial job assignment,
Position changes,
New process is introduced, and
As needed.

Electrical Hazards



Instructs employees on how to work safely around electricity or electrically charged equipment and system components. This is a companion course to Lockout/Tagout.

Learning Objectives:

- ❖ Understand the principles of electricity.
- ❖ Understand the types of electrical injuries.
- ❖ Understand the hazards of working around electricity or electrically charged equipment.
- ❖ Understand techniques to reduce identified hazards.

Course Length: 1 1/2 hours.

Target Audience: All employees and supervisors who work with any type of electrical system or system components.

Recommended Attendance: Initial job assignment,
Position changes,
New process is introduced, and
As needed.

Emergency Preparedness (Emergency Action Plans)



This course instructs employees in the basic concepts of emergency action planning and operations. Situations covered include those that require evacuation of the building or in-place sheltering. This is a companion course to Fire Protection and Fire Extinguishers.

Learning Objectives:

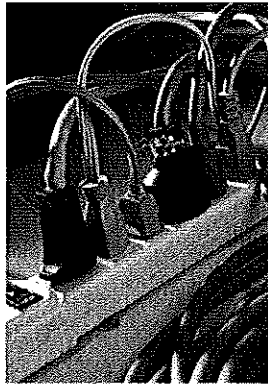
- ❖ Understand evacuation and in-place sheltering procedures as well as the importance of drills.
- ❖ Understand the importance of an Emergency Action Plan.
- ❖ Understand the responsibilities of all employees in an emergency.
- ❖ Understand the need for medical and other provisions for emergency situations.

Course Length: 2 hours.

Target Audience: All employees and supervisors.

Recommended Attendance: Annually, and
As needed

Extension Cords and Their Proper Use



This course instructs employees who use flexible and extension cords on the electrical hazards and proper use. The course includes electrical power strips.

Learning Objectives:

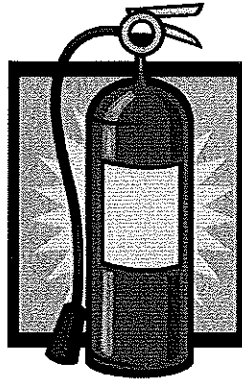
- ❖ Raise awareness of flexible and extension cord hazards.
- ❖ Identification of flexible and extension cord hazards.
- ❖ Understand techniques to eliminate flexible and extension cord hazards.
- ❖ Understand the limitations of extension cords.

Course Length: ½ hour.

Target Audience: All employees and supervisors.

Recommended Attendance: As needed

Fire Extinguishers



Review of fire chemistry and instruction on how to extinguish a small fire by discharging fire extinguishers. This is a companion course to Fire Prevention which is taken at the same time.

Learning Objectives:

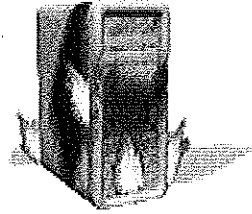
- ❖ Understand the elements and classes of fires and fire extinguishers.
- ❖ Understand the components and contents of fire extinguishers.
- ❖ Understand the different types of fire extinguishers.
- ❖ Understand and demonstrate how to extinguish a small fire.
- ❖ Understand the regulations, policies, and procedures for fire extinguisher placement, inspection, and maintenance.

Course Length: 2-3 hours total for both courses.

Target Audience: All employees and supervisors.

Recommended Attendance: Initial job assignment,
Annually,
New process is introduced, and
As needed.

Fire Protection



This course outlines potential fire hazards and how to control those hazards. Topics include introduction to fire chemistry, evacuation, alarms, and the management of flammable and materials in the work place. This is a companion course to Fire Extinguishers which is taken at the same time.

Learning Objective:

Understand how to identify fire hazards and how to prevent and control such hazards.

Course Length: 2-3 hours total for both courses.

Target Audience: All employees and supervisors.

Recommended Attendance: Initial job assignment,
New process introduced, and
As needed.

First Responders Awareness Level



Employees who are likely to witness or discover a hazardous substance release, must be trained to initiate an emergency response sequence.

Learning Objectives:

- ❖ Understand what hazardous substances are and the risks associated with them in an incident.
- ❖ Able to recognize the presence of hazardous substance in an emergency.
- ❖ Identification of the hazardous substances, if possible.
- ❖ Understand first responder awareness level role in plans and procedures.
- ❖ Understand how to use U. S. DOT Emergency Response Guidebook.
- ❖ Understand how to use Material Safety Data Sheets.

Course Length: 3-4 hours.

Target Audience: All employees and supervisors who are likely to witness or discover a hazardous substance release.

Recommended Attendance: Initial job assignment,
Annually, and
As needed.

Fork Lifts (Powered Industrial Trucks)



This course includes the ability to successfully complete classroom and practical training in the proper vehicle operation, the hazards of operating the vehicle in the workplace, and the requirements of the OSHA Standards for fork lifts and other powered industrial trucks.

Learning Objectives:

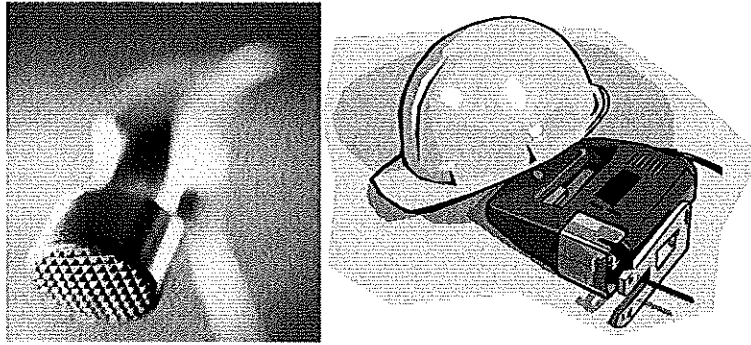
- ❖ Familiarization of the types, features, and physics of fork lifts and power industrial trucks.
- ❖ Understanding how to inspect fork lifts and power industrial trucks.
- ❖ Developing the ability to safely drive and operate the equipment.
- ❖ Understanding the elements of load lifting and operating procedures for raising and lowering loads.
- ❖ Understanding the various type of fuel used in the equipment and the safety method to charge batteries.
- ❖ Identify and mitigate safety hazards when using fork lifts and powered industrial equipment.

Course Length: 3-4 hours.

Target Audience: All employees and supervisors who operate fork lifts.

Recommended Attendance: Initial job assignment,
Every three years,
New process is introduced, and
As needed.

Hand and Powered Tool Safety



This course provides employees and supervisors with information on the hazards and accident prevention associated with hand and portable power tools. Appropriate OSHA safety standards will be discussed.

Learning Objectives:

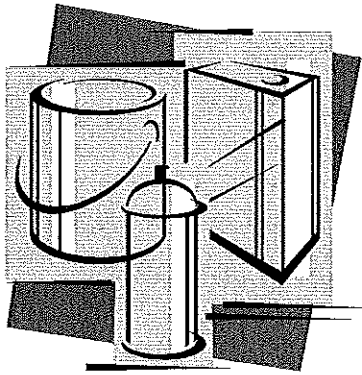
- ❖ Understand the selection and proper use of personal protective equipment.
- ❖ Learn to recognize hand and portable powered tool hazards.
- ❖ Learn proper use techniques to prevent accidents.
- ❖ Understand how different types of tools have different hazards and safety precautions.

Target Audience: All employees and supervisors who use hand and portable powered tools.

Course Length: 2 hours.

Recommended Attendance: Initial job assignment,
Position changes,
New process introduced, and
As needed.

Hazard Communication



This course provides employees and supervisors information about the chemical hazards in the workplace and appropriate methods to minimize exposure. The course is part of the Hazard Communication Program required by OSHA.

Learning Objectives:

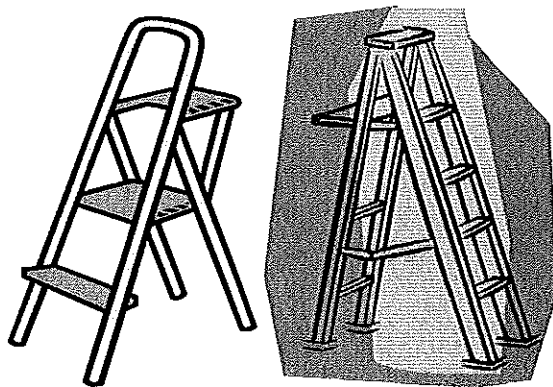
- *Understand and demonstrate knowledge of the requirements of container labeling.
- *Read and interpret Material Safety Data Sheets.
- *Understand the need for, location of, and availability of the written Hazard Communication Program.
- *Receive specific information regarding location of job specific chemicals and their associated hazards.
- *Understand and demonstrate protective measures to minimize exposure.
- *Understand and demonstrate proper actions necessary in the event of an exposure incident.

Target Audience: All employees and supervisors.

Course Length: 1 1/2 hours.

Recommended Attendance: Initial job assignment,
Annually,
Position changes,
New process introduced, and
As needed.

Ladder Safety



This course teaches employees about the dangers of ladders and proper safety techniques.

Learning Objectives:

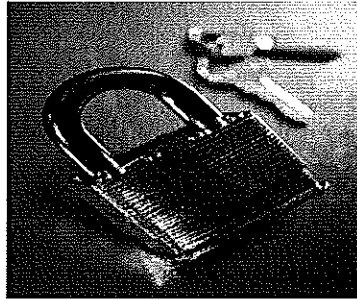
- ❖ Understand the hazards of ladders in the workplace.
- ❖ Understand the various techniques of ladder safety.
- ❖ Understand the different types of ladders and how to choose the appropriate type of ladder.
- ❖ Understand and demonstrate the proper set-up and use of ladders.
- ❖ Understand and demonstrate the proper inspection and maintenance of ladders.

Target Audience: All employees and supervisors who work on ladders.

Course Length: 1/2 hour.

Recommended Attendance: Initial job assignment,
Position changes,
New process is introduced, and
As needed.

Lockout/Tagout-Control of Hazardous Energy



This course teaches employees the proper procedures for minimizing the hazards of uncontrolled energy in machinery or equipment on which maintenance is being performed. Companion course to Machine Safeguarding.

Learning Objectives:

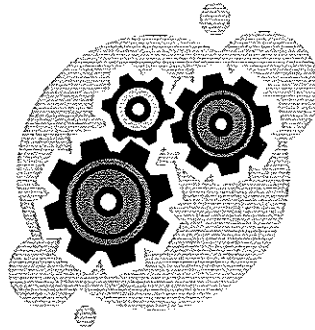
- ❖ Understand the hazards of uncontrolled energy.
- ❖ Understand and demonstrate how to identify potential uncontrolled energy dangers before it is too late.
- ❖ Understand and demonstrate the basics of lockout/tagout, including OSHA's standards on controlling hazardous energy through equipment shutdown and isolation and restoration of energy.
- ❖ Understand when to perform lockout/tagout.
- ❖ Understand proper procedures in an emergency situation involving uncontrolled energy.

Course Length: 2 hours.

Target Audience: All employees and supervisors who work on machinery, electrical equipment, motorized equipment or any item that utilizes some type of energy.

Recommended Attendance: Initial job assignment,
Position changes,
New process introduced, and
As needed.

Machine Guarding



This course teaches employees the knowledge and skills required to safely operate machines with safeguarding. The course is the companion course to Lockout/Tagout.

Learning Objectives:

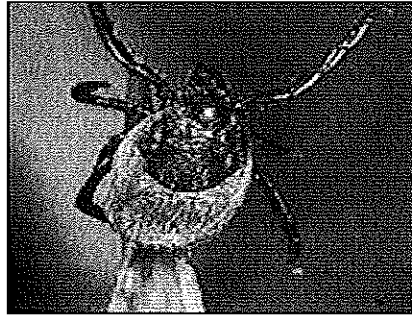
- ❖ Understand the importance and usage of machine safeguards.
- ❖ Know the categories and types of machine safeguarding.
- ❖ Know the places where most machine hazards occur.
- ❖ Know and properly use required safeguards.

Course Length: 2 hours.

Target Audience: All employees and supervisors who work on or with any type of machinery.

Recommended Attendance: Initial job assignment,
Annual,
Position changes,
New process introduced, and
As needed.

Mosquito, Tick, and Spider Borne Diseases



This course details how mosquitoes, ticks, and spiders can spread diseases and the types of diseases they can spread. Course will include protection techniques to be utilized by employees.

Learning Objectives:

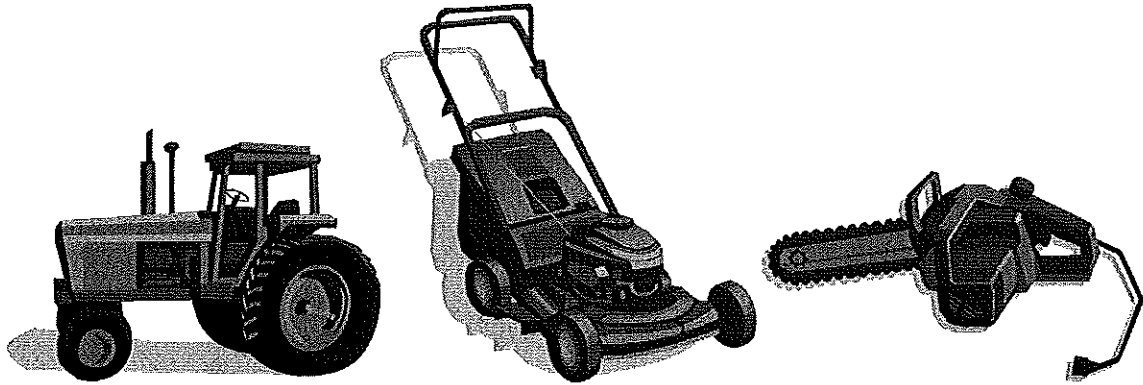
- ❖ How ticks and mosquitoes can spread diseases.
- ❖ Types of diseases that can be spread by ticks and mosquitoes.
- ❖ Types of protection techniques against ticks and mosquitoes.

Course Length: 2 hours.

Target Audience: Employees and supervisors who work outside on a regular basis especially those who work in grass, weeds, bushes, etc.

Recommended Attendance: Initial job assignment,
Annually,
Position changes,
New process introduced, and
Annually

Outdoor Equipment Safety



This course provides individuals with the knowledge and skills required to safely operate outdoor equipment.

Learning Objectives:

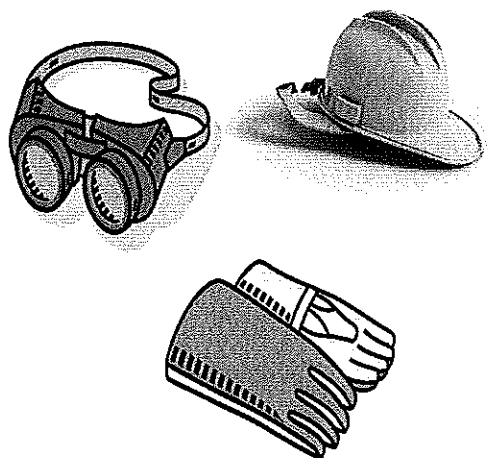
- ❖ Understand the importance and usage of equipment safeguarding.
- ❖ Understand the different equipment and usage hazards.
- ❖ Understand the techniques and procedures to reduce safety hazards.
- ❖ Understand where and how outdoor machinery accidents occur.
- ❖ Understand the purpose of and how to use required safety control equipment.
- ❖ Understand how to select and use the appropriate personal protective equipment.

Course Length: 1 ½ -2 hours.

Target Audience: All employees and supervisors who use any type of outdoor equipment or machinery.

Recommended Attendance: Initial job assignment,
Annually,
Position changes,
New process introduced, and
As needed.

Personal Protective Equipment



This course teaches employees the aspects of personal protective equipment (PPE) including hazards requiring PPE, selection of PPE, use of PPE, and maintenance. The course also includes information on OSHA's PPE Standard.

Learning Objectives:

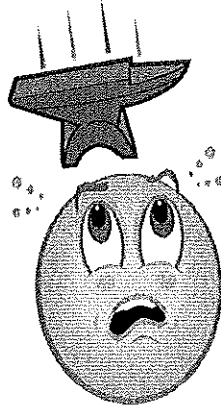
- ❖ Understand the types of hazards that mandate the use of PPE.
- ❖ Understand the types of injuries that can result from not using PPE.
- ❖ Understand OSHA's standards on the use of PPE.
- ❖ Understand the proper use, storage, and maintenance of PPE.

Course Length: 1 ½ hours.

Target Audience: All employees and supervisors who work in areas where there are hazards to the head, eyes, hands, and/or feet.

Recommended Attendance: Initial job assignment,
Annually,
Position changes,
New process introduced, and
As needed.

Safety Responsibility of Supervisors



This course details Supervisors' responsibilities: 1) to provide safe and healthful working conditions; 2) to reduce preventable injuries and accidents; 3) to maintain compliance with all appropriate safety standards and requirements. This is a companion course to Accident Reporting.

Learning Objectives:

- ❖ How management commitment is critical for a Safety Program.
- ❖ How to maintain employee involvement in a Safety Program.
- ❖ How to use a Work Site Analysis to identify workplace hazards.
- ❖ How to prevent and control identified hazards.

Course Length: 1 1/2 hours.

Target Audience: All supervisors at all levels.

Recommended Attendance: Initial job assignment,
Annually, and
As needed.

Working Surfaces



Course consists of descriptions of fall hazards in general industry, maintenance, and construction and the OSHA regulations and standards to mitigate the hazards.

Learning Objectives:

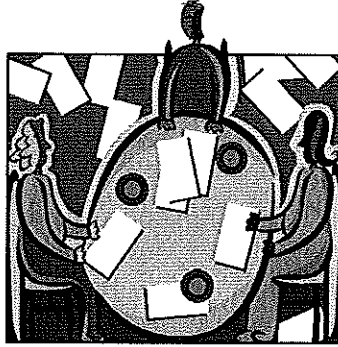
- ❖ Understand the serious consequences of fall hazards in the work place.
- ❖ Understand and demonstrate how to identify fall hazards.
- ❖ Understand the need to eliminate improper use of equipment to prevent falls.
- ❖ Understand the proper use of equipment in avoiding falls.

Target Audience: All employees and supervisors.

Course Length: 1 1/2 hours.

Recommended Attendance: Initial job assignment,
Position changes,
New process introduced, and
As needed.

Workplace Violence Prevention



This course covers the basic recommendations for annual workplace violence prevention training as recommended by the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor.

Learning Objectives:

- ❖ Define workplace violence.
- ❖ Name the four types of workplace violence.
- ❖ Understand the risk factors for workplace violence.
- ❖ Identify security hazards in the work environment.
- ❖ Identify security risks in the behavior of others.
- ❖ Understand prevention measures based on Crime Prevention Through Environmental Design.
- ❖ Describe the elements of a workplace violence prevention program.

Course Length: 2 1/2 hours.

Target Audience: All employees and supervisors.

Recommended Attendance: Annually

Training Program-Power Point Presentations Available From Cabinet Safety Section

Accident Reporting and Record Keeping
Asbestos Awareness
Back Safety
Bloodborne Pathogen Control Program
Compressed Gas
Developing and Maintaining and Occupational Health and Safety Program
Electrical Safety
Emergency Preparedness
Ergonomics
Fall Protection
Fire Safety and Fire Extinguishers
First Responder Awareness Level
Fork Lift
Hand and Power Tool Safety
Introduction of Occupational Safety and Health for Supervisors
Introduction to Safety
Ladder Safety
Lockout/Tagout
Machine Guarding
Office Safety
Personal Protective Equipment
Tick, Spider, and Mosquito Borne Diseases
Workplace Violence Prevention

Employees Training Record

Name of Class

Location of Class

Date of Class

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